**REGION VI**

**WORKFORCE DEVELOPMENT BOARD**

**LEO MEETING MINUTES**

March 12, 2021

Marion County Convention & Visitors Bureau, Pleasant Valley, WV

**CALL TO ORDER:** Chair Ernie VanGilder called the meeting to order at 11:04 am.

**INTRODUCTIONS:**  Members present were Ernie VanGilder, Susie Cvechko, Tony Veltri, and Tom Mainella. Attending by conference call were Ron Dulaney, Jr, and Don Smith.

Workforce Development Board staff present were Maria Larry and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda March 12, 2021

December 11, 2020 LEO Board Meeting Minutes

Conflict of Interest Statements

West Virginia Manufacturing Association statistics

WIOA Guide for Chief Local Elected Officials

Reconciliation/Financial Statements Available for Review for December 2020 through February 2021

Financial Report through February 28, 2021

Rapid Response Report through February 28, 2021

PY 20 OJT Training Reports through March 5, 2021

PY20 Quarter 2 Performance Reports

Youth Program Update Report for February 2021

Unemployment Data for January 2021

Schedule of Meetings for PY20

**APPROVAL OF MINUTES-VOTE**

After reviewing the minutes, Commissioner Veltri motioned to approve the minutes for the December 11, 2020 board meeting. Mayor Mainella seconded. **Motion carried.**

**OLD BUSINESS**

West Virginia State Compliance Monitoring-Enhanced Desk Monitoring Review-Update**:** The WorkForce West Virginia state office conducts the audit annually. The audit includes reviewing invoices, business plan, EEO policy, One-Stop operation, etc. The audit is scheduled for the 2nd week in June. It may be a desk review depending on COVID-19 restrictions.

One-Stop Operator-Contract/Request for Proposal Updates: This service must be contracted out. The contract is for four years and will be ending June 30, 2021. The Request for Proposal was sent out in January. The only organization to respond was HRDF, Inc. The proposal will not be voted on today because it needs to be updated and revised. It will be brought to the June 2021 meeting for a vote.

Supplemental Nutrition Assistance Program Employment &Training (SNAP E&T)-Update: ABAWD’s (Able-bodied Adults without Dependents) that receive food stamps must work (paid or volunteer) 80 hours per month to continue to receive benefits. The waiver from the DHHR is still in place and will continue at least through April 2021 and may be extended. Some ABAWD’s are still complying by turning in timesheets, although this is voluntary.

Tri State Energy & Advanced Manufacturing (TEAM) Consortium-Update: The TEAM Consortium meets monthly. Maria Larry sets on the Executive Committee. The oil & gas industry, workforce, business, and economic development are some entities of the TEAM Consortium. One goal is to address where to find workers. The TEAM Consortium is in communication with the community colleges to provide training needed. The PA cracker plant is near completion. Ground has been broken for the OH plant and a location in WV has not been chosen because the infrastructure is not in place. A poll was taken of school-age youth to determine the interest in working in this industry. The final results will be shared with the board when received. Board members were referred to the WV Manufacturing Association statistics and trends (changes during COVID-19, office space needed, changes in population nation-wide, manufacturing policy issues, etc.) were reviewed.

**NEW BUSINESS**

Board Renewal-(Robert Morris)-**VOTE:** The LEO Board was advised the Full Board approved the renewal appointment of Mr. Morris. Commissioner Cvechko motioned to reappoint Mr. Morris to another three-year term. Commissioner Veltri seconded. **Motion carried.**

New Board Appointments-(Dr. Anthony Hancock, Pierpont CTC & Chad Oleska, Plumbers & Pipefitters 152)-**VOTE:** Dr. Hancock will complete the term of Dr. Moore which ends on 11-30-22 who has taken another position and Chad Oleska will complete the term of Jeremy Jeffers which ends on 6-30-22 who is no longer with the carpenters apprenticeship. Mayor Mainella motioned to approve the new board members. Commissioner Veltri seconded. **Motion carried.**

New LEO Members-Announcement: Jeff Arnett will replace Ed Hawkins from the Monongalia County Commission. Michael Rosenau replaces Jon Bush from the Tucker County Commission. Tom Mainella is the Mayor of Fairmont. Don Smith replaces Samantha Stone from the Preston County Commission. Susan Thomas replaces David Hinkle from the Harrison County Commission. Commissioner Hinkle was the LEO liaison to the Full Board. The LEO Chair appoints the liaison and this person will serve on the Executive and Finance Committees. Commissioner Veltri was appointed as the LEO liaison.

Maher Duessel Audit-FINAL Audit: The draft was received on 12-10-20. The final audit was received in January 2021 and is the same as the draft. There were no findings

Request to Transfer FY20 Dislocated Worker Funds to Adult Funds ($250.000)-**VOTE:** The Adult allocation has been spent. The funds requested will not deplete the DW allocation. This amount must be approved by the Full Board, LEO Board, and the state. The funds will be used from now through June 30, 2021. Commissioner Cvechko motioned to approve the transfer. Commissioner Veltri seconded. **Motion carried.**

Out-of-School Youth Contract Renewal-(Youth Committee Recommendation)-**VOTE:** This is for the 2nd year renewal. The Youth Committee approved and recommend approval to the Full Board. Funding will be contingent on the budget amount received in June 2021 for the period beginning July 1, 2021. Commissioner Veltri motioned to approve the Youth Contract Renewal. Mayor Mainella seconded. **Motion carried.**

Case Management Contract Renewal-**VOTE:** This is for the 2nd year renewal. HRDF, Inc. currently holds the contract. Mayor Mainella motioned to approve the contract renewal. Commissioner Cvechko seconded. **Motion carried.**

Audit Contract-Renewal-**VOTE:** This is the second year for this contract. It does not have to be voted on per the procurement policy. Maher Duessel has agreed to continue providing this service. The increase was one percent. The increase allowable is up to 10%. Commissioner Veltri motioned to approve the audit contract for a second year. Commissioner Cvechko seconded. **Motion carried.**

Reconciliation/Financial Statements Available for Review-**VOTE:** After reviewing the reconciliation statements Mayor Mainella motioned to approve them for the months of December 2020 through February 2021. Seconded by Commissioner Cvechko. **Motion carried.**

WIOA Guide for Chief Local Elected Officials-Handout ([www.workforcegps.org](http://www.workforcegps.org) ): Workforce GPS provides training on WIOA services, board governance trainings, etc. The information is comprehensive. The guide includes information on One-stop functions, MOU’s, partners, services offered, performance indicators, duties of LEO’s and Full Board, etc. Board members may create an account on the Workforce GPS website and receive notifications of all trainings offered. Sessions are recorded so they can be viewed if members are not available at the time of live training sessions. There are also materials available for print if needed.

Staff Reports: Maria referred the board members present to the following reports in their folder and reviewed them all.

* Financial Report-Handout-All were referred to the report in their folders. The report reflects activity through February 28, 2021.
* Rapid Response Staff Report-Handout-The report reflects activity through February 28, 2021.
* On-the-Job Training Reports-Handout-The reports reflects activity through March 5, 2021.
* Performance Reports-Shelly McCauley-Handout-All were referred to the reports in their folder. The reports are for PY20 2nd Quarter.
* Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for February 2021, including the number of youth served, meetings, events, etc.
* Unemployment Data-Handout-The report reflects a decrease in unemployment in 6 of the 13 counties served for January 2021.

Other Items-Meeting Schedule for July 1, 2020-June 30, 2021: The next meeting has been scheduled for June 11, 2021 at 11:00 am at Ada Land in Philippi, WV. The Marion County Convention & Visitors Bureau in Pleasant Valley will be used as backup depending on COVID-19 restrictions.

**COMMENTS FROM THE FLOOR:** None

**ADJOUNRNMENTS**: Mayor Mainella motioned to adjourn the meeting at 12:21 pm. Seconded by Commissioner Veltri. **Motioned carried.**

**BOARD MEMBER APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**